



No. IIT Mandi/S&P/Law Firm/112/2018-19/4121-22

Dated: 16.07.2018

Notice for Empanelment of Advocates/Law Firms



IITMANDI is in the process of empanelment of Advocates/Law Firms to represent IIT MANDI before the various Courts of Law under the jurisdiction of Mandi as well as Hon'ble Supreme Court of India and Hon'ble High Court of Shimla for legal advisory work and invites expression of interest for empanelment of Law Firms/Advocates practicing in the Hon'ble Supreme Court of India, Delhi High Court and Courts Subordinate to it, District Court, and other judicial or Quasi Judicial fora.

The details regarding the eligibility, experience, requirement at Courts, fees and expenses, on the prescribed format of application are available at www.iitmandi.ac.in

All interested Advocates/Law Firms may send their detailed application in a prescribed format to the AR(S&P), A7 Building, IIT Mandi at Kamand-175005 for consideration of their candidature for empanelment by the IIT MANDI on or before 06th August, 2018 till 2:00 PM and bids will be opened on a same day at 2:30 PM.

Indian Institute of Technology, Mandi

Website:<http://www.iitmandi.ac.in>



Expression of Interest for empanelment of law firms/Advocates

Indian Institute of Technology Mandi at Kamand wishes to empanel reputed law firms and practicing advocates for availing of their services as and when required for representing IIT Mandi before various Courts, Fora and Tribunals at Himachal Pradesh & Delhi.

The Law Firms and practicing advocates who are registered with the Bar Council of Himachal Pradesh/Chandigarh/Delhi are eligible for empanelment. The qualification, experience and other terms and conditions and the performance application in which the application has to be made, have been prescribed by the IIT Mandi for representing and assisting the IIT Mandi before various Courts, Fora and Tribunal/Commissions etc. Eligible law firms and practicing advocates may send their applications upto 06th August, 2018 till 2:00PM.

Eligibility Criteria:-

The eligibility criteria for empanelment of Advocates/Law Firms shall be as under:-

- i. Having office preferably in Mandi/Himachal Pradesh. The office should have adequate infrastructure to deal with the matters and should be currently functional and practicing in the relevant fields.
- ii. The Advocate/Law firms should be holding valid certificate for practice and duly registered with Bar Council & under applicable Legislations.
- iii. The Advocate should have worked for at least 5 corporate clients/ Govt./organizations/institutes or Autonomous bodies/PSUs (enclose the documentary evidence in the past 5 years.
- iv. The Law Firms/Practicing Advocates should be familiar with various branches of law especially those concerning Civil Law, Constitutional law, Service Law, Labour Law, Contract Law, Corporate Law, Commercial law, Property Law, Tax Law, Cyber Law, Consumer Law IPR Laws, Criminal Law and Arbitration.
- v. The Advocate/Law Firm shall also submit a write up on the major cases handled by it during last three years and favourable outcome achieved. Further, the Advocate/Law Firm may also submit the empanelment certificate from similar companies/undertakings.
- vi. In addition to above, the Advocates are required to have the minimum professional/Court practice experience as under :
 - a) For empanelment for the Supreme Court of India having 5 years. Experience in Supreme Court.
 - b) Advocates/Law firms having minimum 5 years of experience High Court

in handling/dealing the legal matters like land issues, service matter etc. in High court

- c) For empanelment for the Subordinate Courts/Tribunals/ atleast 8 years Experience in Subordinate Courts/Tribunals/Fora

Provided that the IIT Mandi may relax the above conditions at its discretion, if otherwise found suitable in certain cases.

- vii. Advocates/ law Firm(s) including their advocates during and after conclusion of the assignment shall not disclose or make use in any manner, any information/data or any other material whether written or oral collected in connection with the assignment without the prior written consent of the Authority(ies) of IIT Mandi. All material shall be the property of IIT Mandi.

B. Scope of Work :-

The empanelled Advocates and/or Law firm(s) shall be required to assist the IIT Mandi in the following activities as assigned from time to time.

- i. Rendering Legal opinion
- ii. Assistance in drafting regulations, notices, policies or Manual of Institute etc.
- iii. Legal vetting of orders, decisions, concept papers, bidding/tender documents, undertakings/indemnity bonds /Agreements /Contracts /MOU/MOA/NDA/Deeds etc. to be obtained from entities.
- iv. Review of regulations based on practical working
- v. Assistance in preparing record note of proceedings of various hearings
- vi. Handling matters before High Court, District Courts, Supreme Courts and Subordinate Courts/Tribunals/Fora. This will include representing before Supreme Court of India, High Courts of India and District Courts etc.
- vii. To perform such other work of legal nature as may be entrusted from time to time.

C. Documents to be submitted by the Law Firms and Practicing Advocates /How to Apply:-

Interested and eligible Law Firms and Practicing advocates may submit their Application Form along with latest passport size photograph in the format given in Annexure-A. The application Form duly filled in, along with all following attested documents/information should be submitted in a closed envelop superscribing as "Expression of Interest (EOI) for Empanelment of Law Firms in IIT Mandi on or before 06th August, 2018 till 2:00 PM at its following address:

- i. High School Certificate in support of age
- ii. Registration with Bar Council of Himachal/Delhi etc.
- iii. Identity Card issued by Bar Association/Bar Council



- iv. Copies of empanelment with other organizations /CPSUs
- v. Certificates in support of education qualifications.
- vi. An undertaking from the advocate/Law firms to the effect that all information furnished by them are correct.
- vii. Other documents as required in the eligibility criteria to fulfill the conditions.

Address:

**The Assistant Registrar(S&P)
Indian Institute of Technology Mandi
Kamand Campus, VPO Kamand,
Distt. Mandi - 175005, Himachal Pradesh, India**

D. Tenure / Term of Empanelment :-

The initial empanelment will be for one year or until further orders whichever is later. Performance of empanelled advocates/Firm shall be reviewed on an annual basis. However, on completion of the term and satisfactory performance of the advocate/law firm, the empanelment may be renewed for a period of another one year by IIT Mandi. However, the IIT Mandi reserves the rights not to empanel any advocate or renew its period or terminate its empanelment at any time without assigning any reason. Upon termination or non renewal of the acknowledgement concerned lawyer shall return the brief to the IIT Mandi along with connected documents and records with no objection certificate.

- E. Penalty: In case, the Advocate/Law firm fails to file reply within the specified period or fails to appear in the concerned court/fora as per the instructions penalty @ Rs. 500/- per absence will be imposed.
- F. The advocate/ person of Law firm must visit IIT Mandi as and when requirement arises.
- G. **Arbitration** : In case of any dispute or difference arising out of or in connection with the tender conditions, job order and contract, the Institute and the contractor will address the dispute/difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole arbitrator to be appointed by the Institute. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be Mandi. The decision of the Arbitrator shall be final and binding to both the parties.
- H. **Jurisdiction**: Courts at Mandi will only have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender/contract.



- I. Mere submission of application/ proposal does not imply acceptance of the same at this end and the protecting advocate/law firm will be enlisted only after meeting the laid down qualifying parameters for which decision of IIT Mandi shall be final and binding on the parties.
- J. IIT Mandi reserves the right to award similar work any time during the period to one or more parties.
- K. Empanelment with this Institute does not ensure business of any quantum, whatsoever. Institute reserves the right to engage other advocates/firm for similar work on any other firm. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.

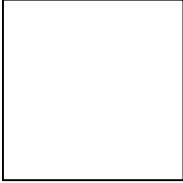
L. Fee and Expenses

The Advocates/Law firms shall be paid fee and expenses as per the govt. (Ministry of Law & Justice Department of Legal Affairs) scheduled/approved norms.



ANNEXURE-A

**FORMAT OF BIO-DATA OF ADVOCATE/LAW
FIRMS**



- 1) NAME _____
- 2) Date of Birth _____ Age (as on date of application) _____
- 3) Educational Qualification _____
- 4) Date of Enrolment, Name of Bar
Council (enclosed attest copy of
enrolment certificate)
- 5) Period of practice _____
- 6) Details of Experience/practice _____
- 7) Area of practice _____
- 8) Specialization, if any (constitution/taxation/service etc.) _____

The details of few importance cases the advocate has dealt
with/handled and report Judgment if any.

- 9) Whether Central/State Government counsel/pleader
(indicate period) (With documentary evidence)
- 10) Brief list of clients e.g. Govt./organization/institute or Autonomous
body/PSUs (enclosed the documentary evidence.



- 11) The Court where the advocate is regularly practicing
(Enclosed attested copy of Bar Association Membership Certificate)

- 12) Date of enrolment as an Advocate –on record of the Supreme Court and
Registration No.

- 13) Income Tax PAN number & GST (enclose copies)

- 14 A brief note on suitability for empanelment.

I declare that I have never been penalized by any Bar Council in any
Disciplinary Proceedings also undertake to maintain absolute secrecy about the
cases of IIT Mandi.

Signature of Advocate/Law firm

(Stamp/Seal)

Address (Office & residence/chamber)

Tel. No.

M:

Fax No. E-mail